

ATTORNEY POSITIONS/GS-12 TO GS-15
DEPARTMENT OF JUSTICE
CRIMINAL DIVISION
OFFICE OF INTERNATIONAL AFFAIRS

About the Office:

The Office of International Affairs (OIA) is responsible for securing the return of fugitives from abroad, and for obtaining from foreign countries evidence and other assistance (e.g. freezing of accounts and forfeiture of funds) needed in U.S. criminal investigations and prosecutions. In this regard, it assists state and local as well as federal prosecutors and law enforcement agents. OIA is also responsible for assuring the U.S. meets its reciprocal obligations to foreign countries with respect to extradition of fugitives and production of evidence located in the United States. In addition to handling the thousands of international extradition and evidence gathering (mutual assistance) cases opened each year, OIA is responsible with the Department of State for the negotiation of bilateral and multilateral law enforcement treaties needed to effect extradition and facilitate evidence gathering, and once these treaties enter into force, OIA is responsible for working with foreign counterparts to assure effective treaty implementation.

**Responsibilities and
Opportunity Offered:**

The Attorney(s) selected will likely be assigned to one of OIA's five geographical teams. His/her responsibilities will include extensive, high-volume casework (international extradition and mutual legal assistance), law enforcement treaty negotiations and implementation consultations, the preparation of briefing materials for Department principals, and other international criminal law matters. These responsibilities require regular contact with U.S. federal, state and local prosecutors and law enforcement personnel, other Department components, the State Department and various other federal agencies, as well as law enforcement counterparts abroad.

Qualifications:

Required qualifications: Interested parties must possess a J.D. degree, be an active member of the bar (any jurisdiction), and have at least 3 years federal post-J.D. experience. Applicants must also have solid academic credentials as well as excellent writing and strong interpersonal skills. Experience in the field of criminal law is required.

Preferred qualifications: Experience in handling international extradition and mutual legal cases, and proficiency in at least one foreign language, are desirable.

Travel:

Periodic domestic and international travel, sometimes on short notice, is required.

Salary Information:

GS-905-12: \$62,886 - \$81,747 per annum
GS-905-13: \$74,782 - \$97,213 per annum
GS-905-14: \$88,369 - \$114,882 per annum
GS-905-15: \$103,947 - \$135,136 per annum
(See OPM's Web page at www.opm.gov/oca/payrates/index.htm.)

Location:

Washington, D.C.

Relocation Expenses:

Relocation expenses are not authorized.

**Submission Process
and Deadline Date:**

Submit a cover letter, resumé, and brief writing sample to:

Mary Ellen Warlow, Director
Office of International Affairs
Criminal Division
United States Department of Justice
Post Office Box 27330, McPherson Square

8th floor, 1301 New York Avenue N.W.
Washington, D.C. 20038-7330

No telephone calls please. **Submissions must be received by February 28, 2005**

Internet Sites:

This and other attorney vacancy announcements can be found at
<http://10.173.2.12/oarm/attvacancies.html>

For more information about the Criminal Division, visit the Criminal Division Web page at:
<http://www.usdoj.gov/criminal/criminal-home.html>

Department Policies:

[Equal Employment Opportunity and Security Clearance Policies](#). *(This will be a direct link to the policy. Organizations do not need to include this in each ad.)*